

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

x Afonso  
(Signature of Traveler)

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SENATE

13 AM 3:31

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

United Nations Foundation

Private Sponsor(s) (list all):

Travel date(s): Thursday, March 2 - Saturday, March 4, 2017

official dates March-2 - March 3.  
extended to 4th for personal reasons

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$374	\$209	\$91.95	\$20 (UN Tour)

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached agenda.

3/13/17  
(Date)

NICOLE FORBICA  
(Printed name of traveler)

*Nicole Forbica*  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/13/17  
(Date)

(Revised 1/3/11)

*[Signature]*  
(Signature of Supervising Senator/Officer)

Form RE-2

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Headquarters Congressional Trip
3. Dates of travel: Thursday, March 2, 2017 - Friday, March 3, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: Please see attached.
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

Final

**ESTIMATED**

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

**UNF handles all outreach to congressional offices and is the contact for planning purposes.**

- UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong**

take part in meetings with UN officials on a variety of international issues.

- The UN regularly sponsors a mix of domestic and international congressional trips focused on UN issues.**

**Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, and DR Congo.**



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$488	\$209	\$110	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**The trip is arranged WITH regard to congressional participation.**

**18. Reason for selecting the location of the event or trip**

**This trip will bring participants to the UN Headquarters, which is located in New York City.**

19. Name and location of hotel or other lodging facility:

**Westin Grand Central Hotel - New York City, New York**

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen because of the favorable cost and location. All attendees will be staying in this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be below the GSA max lodging rate of \$267. Meal expenses will be on par with GSA meal costs: half day (Sunday) at \$37 and full day (Monday) at \$74, for a total of \$111.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**The class of transportation will be Amtrak Acela and shuttles or cabs to get to/from Pennsylvania Station.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate Invitees and explain why the entertainment is an integral part of the event:

**N/A**

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

**Signature of Travel Sponsor:**

**Name and Title:** Peter Yeo, Vice President, Public Policy

**Name of Organization:** United Nations Foundation

Address: 1750 Pennsylvania Avenue SW, Suite 300, Washington, DC 20006

Telephone Number: (202) 887-9040 (please ask for Troy Wolfe)

**Fax Number:** (202) 887-9021

E-mail Address: twolfe@unausa.org

# UNITED NATIONS FOUNDATION

## AGENDA FOR: Staff-Delegation to the United Nations Trip #1 March 2-3, 2017

### Thursday, March 2, 2017

3:00 PM Departure / 5:48 PM Arrival Amtrak Acela #2170 Washington, DC Location: Union Station

4:00 PM Departure / 6:48 PM Arrival Amtrak Acela # 2172 Washington, DC Location: Union Station

7:45 PM Meet in hotel lobby for departure to dinner  
Location: Westin Hotel, 212 E. 42<sup>nd</sup> Street, New York, New York 10017

8:00 PM to 10:00 PM. Organizational Dinner with Delegation Participants  
Briefing by Mr. Stephane Dujarric, Spokesperson for the UN Secretary-General  
Location: Pera Mediterranean Brasserie 303 Madison Ave, New York, NY 10017

### Friday, March 3, 2017

8:00 AM - 8:15 AM Meet in lobby for departure to the United Nations Foundation

8:30 AM - 9:15 AM Continental Breakfast  
Briefing by Mrs. Ninette Kelley, Director NY Office, UNHCR  
Location: United Nations Foundation, 9<sup>th</sup> Floor  
801 2<sup>nd</sup> Avenue

9:45 AM - 10:30 AM Briefing by Mr. Tomas Christensen, Chef de Cabinet  
Office of the President of the 71st Session of the UN General Assembly  
Location: UN HQ, Conference Room D (level 1 B, Conference Building)

10:45 AM - 12:00 PM United Nations Guided Tour Lecture and Briefing  
Location: United Nations HQ

12:30 PM - 1:15 PM Working Lunch  
Briefing by Mr. Stephen Jackson, Chief of Policy, Planning and Guidance, DPA  
Location: United Nations Foundation, 9<sup>th</sup> Floor  
801 2<sup>nd</sup> Avenue

1:35 PM - 2:35 PM Briefing by Mr. El Ghassim Wane, Assistant Secretary General for Peacekeeping  
Operations, DPKO  
Location: United Nations HQ, Conference Room D (level 1 B, Conference Building)

3:00 PM Depart from hotel for Penn Station

4:00 PM Transportation back to Washington, D.C.

Depart NYC 4:00 PM / 6:53 PM Arrival Amtrak Acela # 2165

February 21, 2017 8:55 AM

Final

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